

# Town of Frederick Board of Trustees



Eric Doering, Mayor

Sue Wedel, Mayor Pro Tem  
Liberta Hattel, Trustee  
Amy Schiers, Trustee

Tony Carey, Trustee  
Gerry Pfirsch, Trustee  
Jim Wollack, Trustee

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AM 2010-017

## Approve A Resolution Regarding Administrative Approval Authorities Granted by the Board of Trustees

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**Agenda Date:** Town Board Meeting - February 23, 2010

**Attachments:**

- a. Memo Previously Approved by the Board (dated 12/5/09)
- b. Proposed Resolution

**Fiscal Note:** None noted or provided Fiscal note

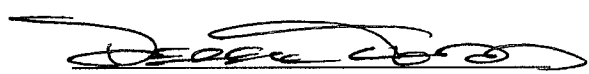
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Finance Director

**Submitted by:**

  
Town Clerk

**Approved for Presentation:**

  
Town Administrator

**AV Use Anticipated** Projector \_\_\_\_\_ Laptop \_\_\_\_\_

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**Certification of Board Approval:**

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

**Summary Statement:**

At the December 13, 2007, Board meeting, the Board approved a memo that defined functions within the Town's operations that could be approved administratively. Staff is requesting these functions be described in a resolution for future reference.

**Detail of Issue/Request:**

The Board of Trustees at their December 13, 2007, Board meeting was provided a list of functions that staff recommended be eligible for administrative approval. The items are recurring in nature and provide staff the opportunity to continue routine processes/functions. Administrative staff understands

the guidelines the Board has requested for administrative approval and if the guidelines vary, staff refers those items to the Board for direction/decision.

By the adoption of this Resolution, the items listed on the memo are then confirmed by the Board of Trustees and becomes a permanent record of the Town, instead of relying on a memo format. The memo was approved at the December 13, 2007, Board meeting; however the memo is not a permanent record.

Currently, Town staff uses Laserfiche, a retrievable document storage software. All of the Town's minutes, ordinances and resolution among other documents are stored on Laserfiche and documents can be retrieved by staff at their location. Since the Board approved the list of items in a memo format, and not in a resolution format, there is no nexus to retrieve the document. Adoption of the Resolution allows staff to add the document to Laserfiche which then becomes a retrieval document.

**Legal/Political Considerations:**

None.

**Alternatives/Options:**

The Board of Trustees can deny approval of the proposed Resolution and staff can continue to follow the approved list provide in the memo dated December 5, 2007. The Board can amend the proposed resolution and direct staff to redraft the resolution.

**Financial Considerations:**

None.

**Staff Recommendation:**

Staff recommends approval of the proposed Resolution.